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## Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire Form to their standard employment application.

**Bulletin Number** 52898BR**Type of Recruitment** Open Competitive Job Opportunity**Department** Mental Health**Position Title** Mental Health Clinical Program Manager II**Exam Number** 24741A**Filing Type** Open Continuous**Filing Start Date** 04/08/2015**Salary Type** Monthly**Salary Minimum** 8049.00**Salary Maximum** 10557.00**Position/Program Information** Directs, through subordinate supervisors, the administration of the mental health services programs of a medium- to large-sized clinic, or comparable Service Area-based and Countywide programs.**Essential Job Functions**

- Performs the full range of administrative supervision to plan, assign, oversee, and evaluate the work of subordinate staff and provides technical guidance and support to staff within scope of practice.
- Participates in the development, negotiation, implementation, and management of the budget for the clinic or programs overseen; ensures that budget and contract allocations reflect program priorities; and takes corrective action where necessary.
- Formulates policies and procedures with respect to program administration, ensuring compliance with Federal and State Medicare and Medicaid regulations for reimbursement claiming and maximum recovery costs for directly-billable services.
- Develops and monitors revenue-generation procedures and objective for programs managed, including achievement of revenue goals.
- Develops and implements reporting procedures to ensure that program services utilization and revenue data are reported to accurately and in a timely manner.
- Coordinates the delivery of staff training necessary to maintain mandated levels of services.
- Monitors services delivery to ensure that services conform to acceptable standards of care and establishes and modifies program monitoring and review methods as necessary.
- Oversees audits and the implementation of audit recommendations for programs managed.

- Represents managed programs in meetings with representatives of other County departments, State and Federal agencies, and other public and private entities.
- In conjunction with the Patients' Rights Division, investigates complaints from patients and others about programs and services under managerial oversight.
- Works in a collaborative and timely manner with departmental human resources representatives in matters such as employee investigations and performance, requesting new positions, and reorganizing and relocating staff.
- Initiates and approves requisitions for supplies and personnel required to operate programs administered.
- Assists in the negotiation, implementation, and evaluation of departmental program contracts within the jurisdictions served by the programs as needed.

**Requirements**

Click on the link below to access the Supplemental Questionnaire:  
[http://file.lacounty.gov/dhr/eHR/cms1\\_226802.doc](http://file.lacounty.gov/dhr/eHR/cms1_226802.doc)

**Minimum Requirements:**

**Option I:** A valid, current license\* to practice as a clinical social worker, marriage and family therapist, psychologist, or registered nurse issued by the appropriate State of California licensing agency - AND - One year providing managerial direction, through subordinate supervisors, in the operation of mental health services delivery programs comprised of multidisciplinary treatment and support staff, at the level of Mental Health Clinical Program Manager I\*\*. -OR-

**Option II:** A valid, current license\* to practice as a clinical social worker, marriage and family therapist, psychologist, or registered nurse issued by the appropriate State of California licensing agency - AND - Three years of experience supervising a multi-disciplinary team at the level of Mental Health Clinical Supervisor\*\*\*, Senior Mental Health Counselor, R.N.\*\*\*\*, or Supervising Psychologist\*\*\*\*\*.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

\*A valid, active license as a Licensed Clinical Social Worker issued by the State of California Department of Consumer Affairs, Board of Behavioral Sciences. OR

\*A valid, active license as a Marriage and Family Therapist or Marriage, Family, and Child Counselor issued by the state of California Department of Consumer Affairs, Board of Behavioral Sciences. OR

\*A valid active permanent license to practice as a Registered Nurse issued by the State of California Board of Registered Nursing. OR

\*A license to practice as a psychologist issued by the State of California Department of Consumer Affairs, Board of Psychology.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information**

**\*In order to qualify, a photocopy of the required license must be attached to your application at the time of filing or within 15 calendar days from the date of application filing.** Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. The original license must be presented during the selection process and prior to appointment

**\*\*Experience at the level of Mental Health Clinical Program Manager I** in the County of Los Angeles is defined as directs, through subordinate supervisors, the administration of the mental health services programs of a small- to medium-sized clinic, or comparable Service Area-based and Countywide programs.

**\*\*\*Experience at the level of Mental Health Clinical Supervisor** in the County of Los Angeles is defined as at the full professional level and under the general direction of a licensed clinical program manager, supervises and coordinates multidisciplinary and ancillary support staff in the provision of mental health services to clients. Provides daily administrative oversight to the team, with technical supervision of licensed clinical staff exercised in accordance with scope-of-practice guidelines.

**\*\*\*\*Experience at the level of Senior Mental Health Counselor, RN** in the County of Los Angeles is defined as senior-level class supervises primary providers of mental health nursing services to individuals, families, and groups in a range of mental health care settings.

**\*\*\*\*\*Experience at the level of Supervising Psychologist** in the County of Los Angeles is defined as supervises professional and para-professional staff assigned to a mental health clinic or program.

**Examination Content**

An evaluation of experience based upon application and Supplemental Questionnaire information weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

**Special Information**

Past and present mental health clients and family members are encouraged to apply.

**Vacancy Information**

The eligible register for this examination will be used to fill vacancies in the Department of Mental Health.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

**Available Shift**

Any

**Application and Filing Information**

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. Application filing may be suspended at any time without advance notice.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, CLICK on the tab above or below this bulletin which reads, Apply to Job, so you can apply online and track the status of your application and get notified of your progress by email.

Click on the link below to access the Supplemental Questionnaire:

[http://file.lacounty.gov/dhr/eHR/cms1\\_226802.doc](http://file.lacounty.gov/dhr/eHR/cms1_226802.doc)

Applications must complete and submit their online applications and upload required documents (e.g. license, Supplemental Questionnaire, Resume, etc., ) as attachment(s) during application submission or send by email to [cyeung@dmh.lacounty.gov](mailto:cyeung@dmh.lacounty.gov) within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los**

**Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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<b>Department Contact Email</b>	exams@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	213-972-7034
<b>Teletype Phone</b>	800-735-2922 800-735-2922

**California Relay  
Services Phone**

**Job Field** Social Services

**Job Type** Professional

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